

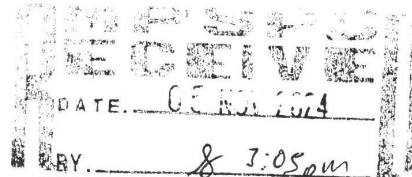


5 November 2024

DR. EDGAR G. CUE

President

Mountain Province State University



OFFICE OF THE PRESIDENT

RECORDED'S OFFICE
RELEASED
DATE: 08 NOV 2024
BY: [Signature]

Dear Dr. Cue,

Greetings from the Department of Information and Communications Technology (DICT) Provincial Office of Mountain Province!

The Department of Information and Communications Technology (DICT) is the primary entity of the Executive Branch of the government that will plan, develop, and promote the national ICT development agenda (RA 10844). As part of this mandate, the DICT Provincial Office of Mountain Province will be conducting an examination on **ICT User Certification** on **November 15, 2024** from 9am-11am.

The ICT User Certification Exam focuses on basic Microsoft productivity tools which are Word Processing, Spreadsheets, and Powerpoint Presentation, and spans 2 hours, with 40 minutes allocated per topic. **Passers of this exam will receive a certificate of proficiency in basic office productivity tools from the DICT.**

In this regard, we would like to invite your good office to be part of the said examination. Below are the qualification requirements for applicants:

QUALIFICATION REQUIREMENTS:

For government professionals:

- Filipino Citizen
- Computer literate (with Basic knowledge of Office Productivity Tools)
- Government employee as certified by the HR department
- Hold a role that involves the use of office productivity tools such as Word Processing, Spreadsheet, and Presentation as certified by the HR department OR possess a training certificate in using these tools (minimum of 20 hours).

Additionally, interested applicants must submit their **application form** (*downloadable at the link provided below*) dully filled out electronically together with their **Certificate of Enrollment** (*for students*) or **Certificate of Employment** (*for employees*). Application documents must be submitted at this link: <https://forms.google.com/dict24/register>. You may also visit our Facebook Page: DICT Mountain Province to know more about the details of this examination.

Should you require any additional information or clarification, please feel free to contact me at your convenience. I can be reached at hermenegildo.castaneda@dict.gov.ph.

Thank you for your time and attention to this matter. I look forward to your positive response.

Sincerely,



Hermenegildo C. Castañeda
OIC, Provincial Officer
DICT Provincial Office of Mountain Province